

# **BELLEVUE INDEPENDENT SCHOOLS**

## **EVALUATION PROCEDURES**

Revised— Spring 2009

Approved by Bellevue Board of Education  
May 20, 2009

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## Section 1 Definitions

- 1.1 **Teacher**-for the purpose of this policy, any certified staff person who directly instructs students. In Bellevue Schools, this also refers to librarians and speech therapists. Job descriptions for these staff positions are available.
- 1.2 **Administrator**-for the purpose of this policy, any certified staff person other than the classroom teacher, as defined above. In Bellevue Schools, this refers to a person holding a position as Superintendent, Principal, Assistant Principal, District Program Director, and Guidance Counselor.
- 1.3 **Evaluation**-the process of assessing or determining the effectiveness of the performance of the certified employee in a given (teaching and learning or leadership and management) situation based on predetermined criteria, through observation and other means of gathering information. Evaluation shall also include the establishment and monitoring of a growth plan mutually agreed upon by the evaluator and the evaluated certified employee.
- 1.4 **Formative Evaluation**-a continuous cycle of collecting evaluation information and interacting or providing feedback and suggestions regarding the certified employee's teaching or administrative performance.
- 1.5 **Summative Evaluation**-the summary of, and conclusions from all evaluation data, including but not limited to the formative evaluation data. The summative evaluation occurs at the end of an evaluation cycle. Summative evaluation includes a conference involving the evaluator and the evaluated certified employee, and a written evaluation report.
- 1.6 **Observation**-a process of gathering information.
  - a. Observations are defined by (1) the use of the Pre-Observation Information form and (2) the use of an observation form with comments/suggestions being given to the teacher.
  - b. Informal observations are defined as information collected through (1) direct observation but not collected in formal, scheduled manner such as classroom visits, (2) day-to-day monitoring of operations, (3) indirect data from parents, staff, and/or students. The processing of complaints pertaining to teachers must be accordance with the appeals process.
- 1.7 **Conference**-a meeting involving the evaluator and the certified employee evaluated for the purpose of providing feedback from the evaluator, analyzing the results of observation (s) and other information to determine strengths and weaknesses, to develop a plan for growth and or a plan for assistance for improvement.
- 1.8 **Performance Standards Responsibilities**-acceptable qualitative or quantitative level of performance expected of effective teachers or administrators.
- 1.9 **Indicators**-measurable behavior outcomes, which demonstrate performance standards.
- 1.10 **Positions**-term used to signify a professional role in the school district (e.g., teacher, secondary principal, director, or counselor).
- 1.11 **Job category**-term used to signify a group or class of positions with closely related information. (e.g., teacher, principal, director).
- 1.1.2 **Days**-"School Days" In this document, the term always means days for which the employee is paid.
- 1.1.3 **Professional Growth Plan**-an individualized plan that includes: (a) Goals for enrichment and development that are established by the person being evaluated with the assistance of the evaluator. (b) Objectives, a plan for achieving the objectives and a method for evaluating success; © and alignment with the specific goals and objectives of the school improvement and professional development or consolidated plans.
- 1.14 **Plan for Assistance for Improvement**-a plan to correct identified deficiencies in performance.

## **Section 2 Board Policy Concerning Evaluation of Certified School Employees**

- 2.1 There shall be an on-going evaluation of the performance of teachers and administrators in order to:
- Improve the instruction of teachers and management of administrators.
  - Provide a measure of performance accountability to the citizens of Bellevue.
  - Provide encouragement and incentives for certified employees to improve their performance.
  - Support individual personnel decisions.
- 2.2 Since the purpose of evaluation is to improve the instruction of our students and the administration of our schools, it is understood that a firm commitment must be made of staff time and of district resources to the process of evaluation.

## **Section 3 Procedures**

### **3.1 Schedule for Evaluations**

Evaluation of all certified personnel shall be done on the following schedule:

- All non-tenured teachers shall be evaluated at least annually;
- All tenured teachers shall be evaluated at least once every three-year period.
- All administrators shall be evaluated annually, including the Superintendent.  
The evaluation of the superintendent is the responsibility of the Board of Education.
  - All evaluation shall be signed and dated by the evaluator and the certified staff member being evaluated.
  - If an evaluatee feels any written evaluation is incomplete, inaccurate or unjust, he/she shall put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file within five (5) school days after the writing of the evaluation. In any case, the evaluatee shall initial any and all evaluation reports solely to indicate that he/she has seen and read the evaluation. The evaluatee and the evaluator shall sign and date any addendum to the evaluation.
  - Additional administrative personnel may be used at the option of the Superintendent or designee, in addition to the primary evaluator, to provide a review of any evaluation.
  - Any evaluatee may appeal his/her evaluation to the local Appeals Panel. The request for an appeal shall be in writing to the Superintendent, and shall be made within five (5) school days of the summative conference.
- The District shall establish a panel to hear appeals from summative evaluations as required by KRS 156.101 (1)
  - Two (2) members of the panel shall be elected by and from the Certified employees of the District. Two (2) alternates shall also be elected by and from the certified employees, to serve in the event an elected member cannot serve. The Board shall appoint one (1) Certified employee and one (1) alternate employee to the panel. The Board appointed Certified employee shall serve as panel chairperson.
  - All terms of panel members and alternates shall be for one (1) year and run from July 1 to June 30. Members may be reappointed or reelected.

### **3.2 Procedural Guidelines of Appeals Panel Hearing**

- The purpose of this hearing is to determine if the evaluation procedure has been followed and ascertain whether the content of the summative evaluation is substantially correct or incorrect.
- The request for an appeal hearing must be in writing to the Superintendent within five (5) school days of the summative conference. The Appeals Panel shall promptly review the complaint and issue a recommendation to the District Superintendent within (15) working days from the date an appeal is filed.

**3.3 Procedures for conducting a hearing is as follows:**

- a.** Both the evaluatee and the evaluator shall submit three (3) copies of the documentation to be reviewed by the Appeals Panel in the presence of all three members. The members of the Appeals Panel shall be the only persons to review the documentation. All documentation shall be locked in a secure place in the central office except during Appeals Panel meetings. Confidentiality shall be maintained. Copies of the documentation shall be available to both parties at the hearing.
- b.** Members of the panel shall be trained in the evaluation procedure and shall remain unbiased. The panel shall meet, review all documents, discuss and prepare questions to be asked of each party by the chair and set time and place of the hearing. Additional questions may be posed by panel members during the hearing.
- c.** The hearing shall be held at a time and place set by the Panel. The evaluatee and the evaluator shall be notified of said time and shall appear before the Panel, respond to the appeal and answer questions from the Panel.
- d.** For official records, the hearing shall be audio taped and a copy provided to both parties, if requested in writing.
- e.** An appeal to the local evaluation appeals panel shall provide for the following:
  - (1) Right to a hearing as to every appeal: and
  - (2) Opportunity reasonable in advance of the hearing for the evaluator and evaluatee to adequately review all documents that are to be presented to the evaluation appeals panel: and
  - (3) Right to presence of evaluatee's chosen representative.
- f.** Only panel members, the evaluatee and evaluator and legal counsel and/or association representative for each party may be present at the hearing.
- g.** Witnesses may be presented, but shall be called in one at a time and shall not be allowed to Observe the proceedings.
- h.** The following procedures shall be followed during the hearing:
  - 1. Chairperson shall convene hearing, cover procedures and clarify the responsibility of the panel.
  - 2. Each party shall be allowed to make a statement of claim. The evaluatee will begin.
  - 3. The panel may question the evaluatee and the evaluator.
  - 4. Each party shall be asked to make closing remarks.
  - 5. The chairperson of the panel shall make closing remarks.
- i.** The panel shall deliberate and issue its written findings within fifteen (15) school days of the hearing.
- j.** the decision of the panel may include, but not limited to, upholding all parts of the evaluation voiding the appeal, voiding the evaluation or parts of it, directing another evaluator to observe
- k.** A copy of the written findings shall be presented to each evaluatee, evaluator, and to the Superintendent for action
- l.** A copy of the written findings from the panel shall be placed in the personnel file.
- m.** The Superintendent shall receive the panel's recommendation and shall take such action as he/she deems appropriate or necessary.
- n.** A copy of the Superintendent's decision will be sent to panel members and parties involved.
- o.** Evaluatee may choose to appeal to Kentucky Board of Education.

#### **Section 4 Evaluation Committee and Observations**

- 4.1** A committee consisting of equal numbers of teachers and administrators shall develop and review recommended evaluation procedures and forms.
- 4.2** The procedures shall provide for both formative evaluation and summative evaluation and shall include, but not limited to, the following elements:
- a. The immediate supervisor of the certified school employee shall be designated the primary evaluator. Additional administrative personnel may be used to observe and provide information to the primary evaluator. The Superintendent may designate additional administrative personnel to provide evaluations, or to review any evaluation. Peer observers may be used at the mutual agreement of the evaluator and the evaluatee, but solely for the purpose of improving instruction.
  - b. All monitoring or observations scheduled/unscheduled of performance of a certified employee shall be conducted openly and with the full knowledge of the teacher of administrator.
  - c. Evaluation shall include formative conferences between the evaluator and the person evaluated which shall be held within five (5) school days following each observation. Formal observations are frequently done for complete lesson analysis, but may pertain to any facet of teaching performance. At least two (2) formal observations are required. The time of observation should be at least 30 minutes in length. Informal conferences and information sharing should take place throughout the formative stage, and during the summative conference. An open and honest dialogue should be established in the formative stage and maintained throughout the entire process.
  - d. Teacher interns will be exempt from the district evaluation process. Interns will be observed through the Kentucky Internship Teacher Program.
  - e. Multiple observations shall be conducted with certified employees when initial observation results are unsatisfactory.
  - f. The evaluation system shall include a growth plan, whereby the evaluatee is given assistance for becoming more proficient. The individualized professional Growth plan shall include:
    - (1) goals for enrichment and development that are established by the person being evaluated with the assistance of the evaluator.
    - (2) Objectives, a plan for achieving the objectives and a method for evaluating success.
    - (3) An alignment with the specific goals and objectives of the school improvement plan and professional development or consolidated plans.
  - g. The sequence of meeting and observations can be summarized in the following way:
    - (1) Orientation meeting-group or individual
    - (2) Pre-observation conference
    - (3) Observation (1)
    - (4) Conference within five (5) school days of the observation
    - (5) Observation
    - (6) Conference within five (5) school days of the observation
    - (7) Additional observations and conferences if first or second observations are unsatisfactory
    - (8) Summative Conference and Growth Plan
  - h. All observations shall include documentation of the information to be used in determining the performance of the evaluatee. The use of the observation forms attached will satisfy this requirement.
  - i. The evaluation system shall provide personnel an opportunity for a written response by the certified employee evaluated.

## **Section 5 Performance Criteria**

The evaluation procedures and forms shall be designed to support individual personnel decisions.

The evaluation forms shall include, but are not limited to, The KY Performance Standards for the evaluatee.

All certified school personnel shall be made aware of the criteria on which they are to be evaluated no later than the end of the first month of reporting for employment for each school year.

Evaluation forms or instruments shall be specific for each position or job category. They shall be approved by the Evaluation committee.

- (1) Pre-observation Information-Teacher
- (2) Performance Assessment Instruction/Observation Record
- (3) Individual Professional Growth Plan
- (4) KY Intern Observation Form (interns only)
- (5) Notes: Administrator's Evaluation Conference

## **Section 6 Training**

- 6.1 All evaluators, with the exception of district board of education members, shall be trained, tested, certified.
- 6.2 Training shall:
  - a. Provide for orientation and update training for evaluators regarding the local evaluation process.
  - b. Be provided by the State Board for Elementary and Secondary Education for all new administrators who are designated as evaluators.
  - c. Be approved as a part of the evaluation plan and procedures submitted to the State Board of Education.
- 6.3 Testing shall include
  - a. Include a cognitive test of research-based and professionally accepted teaching and management practices and effective evaluation techniques.
  - b. Be conducted by the State Board of Education or agencies approved by the State Department of Education.
- 6.4 Initial certification as an evaluator shall be issued by the State Board for Elementary and Secondary Education upon completion of the required evaluation training program and successful completion of testing. All principals employed after January 1, 1987, shall be required to complete the initial certification process.
- 6.5 Continued certification as an evaluator shall be contingent upon the completion of a minimum twelve (12) hours of evaluation training every two (2) years beginning July 1, 1988. This training shall be in any one, or a combination, of the following skill areas: use of the local evaluation process, identification observation and conferencing techniques; establishing and assisting with certified employee growth plans; or summative evaluation techniques. Records of this training shall be maintained locally.
- 6.6 Each local district shall designate a person responsible for evaluation training as the contact person for the evaluation plan submitted by the local district.

## **Section 7 Sequence of Events**

- 7.1 The recommended sequence of events and the time deadlines are as follows:
  - a. Early in the school year, the responsible supervisor shall conduct a conference with all teachers or administrators to be evaluated that year. Evaluation procedures and forms shall be thoroughly reviewed and distributed to each evaluatee. A general sequence of events shall be established for completion of the required evaluations.
  - b. Individual conferences may also be scheduled as needed. Attendance at the orientation conferences should be documented.

- c. Teachers should fill out the pre-observation information sheet. This form is required for a formal analysis. Evaluators should consider a variety of observation techniques.
- d. Following at least two (2) formal observations, a summative evaluation form should be completed by the evaluator. The summative conference shall be held at the end of the evaluation cycle. The certified staff member shall have a copy of the written evaluation at least one (1) day prior to the summative conference. Goal planning should be included in the summative conference. Plans for Growth will be discussed at this time. All evaluation data must be included in the Summative conference.
- e. Follow-up observations and conferences should be scheduled as needed, but most especially when areas of concern and unsatisfactory ratings appear in the evaluation. Multiple evaluators are also recommended when these ratings are given.
- f. Summative observation forms should be sent to the Central Office.
- g. The superintendent or designee is responsible for evaluation training and is the contact person for the evaluation plan.
- h. The formal evaluation process of teachers shall be completed during the year begun and at least 30 days prior to the end of school. Evaluation of administrators shall be completed annually.

## **Section 8 Evaluation Plan Review**

- 8.1 The evaluation plan shall be reviewed to ensure that the evaluation system is serving the purposes for which it was established. Revisions are to be approved by the Bellevue Board of Education and the State Board of Education.

## **Section 9 Procedures for Evaluation**

- 9.1 All certified personnel will be provided with an orientation to the evaluation process and the criteria for evaluation.
- 9.2 The evaluator may hold a pre-observation conference with the evaluatee. The evaluator and the evaluatee will discuss the evaluation process at this conference.
- 9.3 Based on the information from observations and discussions, the evaluator is to rate the evaluatee's performance with respect to the criteria listed on the evaluation instruction.
- 9.4 The evaluatee is encouraged to add pertinent comments at the end of each major domain.
- 9.5 The evaluatee is provided an opportunity to respond in writing within five (5) school days to the evaluator's ratings and comments.
- 9.6 The evaluator and the evaluatee must discuss the results of the appraisal and recommended action pertinent to such.
- 9.7 The evaluator and the evaluatee must sign the instrument in the assigned spaces. The evaluatee's signature indicates only the he/she had seen and read the evaluation.
- 9.8 The instrument and all mandatory forms must be filed in the evaluatee's personnel folder and a signed copy given to the evaluatee.
- 9.9 In case of an unsatisfactory evaluation, a corrective action plan (CAP) for providing improvement/assistance to the evaluatee will be jointly formulated by the evaluator and the evaluatee.
- 9.10 In any case, specific Plans for Growth must be considered as means of job improvement. Plans for Growth should be based on the individual's strengths but may also remediate weaknesses. Growth plans are reviewed annually.

## Section 10 Performance Evaluation Key—Standards of Performance

<b>Performance Evaluation Key</b>	<b>3=Meets Expectations</b>	<b>2=Growth Needed</b>	<b>1=Unsatisfactory performance</b> (requires written comments)
<b>Overall Standard Rating</b>	<b>M=Meets Expectations</b>	<b>DM=Does Not Meet Expectations</b>	<b>N/O=Not Observed</b>

### Section 11 Evaluation of Administrators

- 11.1 For the purpose of evaluation, “Administrators” include all persons listed in Section I (definitions)
- 11.2 The Superintendent of Schools (or an authorized designee) is responsible for the evaluation of all administrators. The Superintendent and authorized designee shall confer concerning these evaluations.
- 11.3 Principals are responsible for the evaluation of their respective Assistant Principal(s).
- 11.4 All administrators are to be evaluated using the following procedures:
  - a. An individual meeting shall be held at the start of the evaluation cycle. In addition to reviewing the evaluation procedure, topics in this conference should include:
    - 1. the administrator’s assignment and job description and the particular philosophy that the assignment may entail
    - 2. Individual Plan for Growth
    - 3. other supporting dataThe Orientation Meeting shall be documented.
  - b. A minimum requirement of two (2) observations shall be conducted. Observations must be documented.
  - c. Formal and informal observations must be documented and shared with the evaluatee within five (5) school days.
  - d. Designations by the Superintendent of an evaluator should be made early in the school year.
  - e. A Summative Conference shall be held at the end of the Evaluation cycle and the Evaluation form completed. “Plans for Growth” may be discussed at this time or carried over to the next cycle.
  - f. Administrators have the same rights as other certified personnel concerning evaluation: the right to local appeal within five (5) workdays; the right to an appeal to the State Evaluation Appeals Panel concerning procedural violations (see 704KAR 3:345); and the right to have a copy of the written evaluation at least one (1) day prior to the Summative Conference.
  - g. Provisions are made for Superintendent’s professional growth pursuant to KRS 156.111